



UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION  
STATION PLACE  
100 F STREET, NE  
WASHINGTON, DC 20549-2465

Office of FOIA Services

June 14, 2019

Ms. Emma Best  
MuckRock News  
DEPT MR 74800  
411A Highland Ave  
Somerville, MA 02144-2516

RE: Freedom of Information Act (FOIA), 5 U.S.C. § 552  
Request No. **19-02317-FOIA**

Dear Ms. Best:

This letter is in reference to your request, dated and received in this office on June 6, 2019, asking for the following records from within the previous 15 years:

1. Documents describing or generated as part of the establishment of any different processing queues for FOIA requests;
2. Documents describing the rules and procedures governing any different processing FOIA queues;
3. Documents, produced in the previous 15 years, containing reports or statistics describing the FOIA processing queues;
4. Documents describing procedures for the handling or coordination of requests from high volume FOIA requesters;
5. Documents describing procedures, rules and prerequisites for any exceptions to processing requests in a "first in, first out" process;
6. Documents describing procedures and rules for the processing of especially complex or delicate FOIA requests;
7. Documents describing procedures and rules for the processing of "high visibility" FOIA requests, such as those which are likely to elicit reactions from the media or the public;
8. Documents describing procedures and rules for the processing of FOIA requests from members of Congress and federal government agencies; and
9. Documents describing procedures and rules for the processing of FOIA requests from non-federal law enforcement agencies.

We will be unable to respond to your request within the Freedom of Information Act's twenty day statutory time period, as there are unusual circumstances which impact on our ability to quickly process your request. Therefore, we are invoking the 10 day extension. These unusual circumstances are: (a) the need to search for and collect records from an organization geographically separated from this office; (b) the potential volume of records responsive to your request; and (c) the need for consultation with one or more other offices having a substantial interest in either the determination or the subject matter of the records. For these reasons, we will process your case consistent with the order in which we received your request.

You requested a fee waiver of all costs associated with your request. We may waive or reduce search, review, and duplication fees if (A) disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and (B) disclosure is not primarily in the commercial interest of the requester, 5 U.S.C. § 552(a) (4) (iii).

After reviewing your request, we have determined that you meet the criteria for a fee waiver. Therefore, your fee waiver request is granted. Thus, no processing fees will be charged.

Additionally, we have determined that due to the time frame of your request, the processing of your request would entail an excessive number of hours for search and review.

Any request that requires more than 32 hours to process and/or exceeds three (3) boxes will be placed in our Complex track. Since the time required to process your request would exceed 32 hours, if requested, we would process it in our Complex track. Under 5 U.S.C. § 552(b) (6) (D) (i) agencies may provide for multi-track processing of requests for records based on the amount of work or time (or both) involved in processing requests. The SEC's regulation implementing multi-track processing is located at 17 CFR § 200.80(d) (4).

At present we anticipate that it may take thirty-six months or more before we can begin to process a request placed in our Complex track.

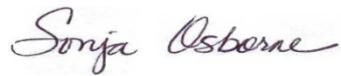
Ms. Emma Best  
June 14, 2019  
Page Two

19-02317-FOIA

If you are interested in having us place your request in our Complex Track, please write or call me by **June 24, 2019** and identify the records of interest to you and your commitment to pay the duplication fees.

If you have any questions, please contact me at [osbornes@sec.gov](mailto:osbornes@sec.gov) or (202) 551-8371. You may also contact me at [foiapa@sec.gov](mailto:foiapa@sec.gov) or (202) 551-7900. You may also contact the SEC's FOIA Public Service Center at [foiapa@sec.gov](mailto:foiapa@sec.gov) or (202) 551-7900. For more information about the FOIA Public Service Center and other options available to you please see the attached addendum.

Sincerely,



Sonja Osborne  
FOIA Lead Research Specialist

Enclosure

## ADDENDUM

For further assistance you can contact a SEC FOIA Public Liaison by calling (202) 551-7900 or visiting <https://www.sec.gov/oso/help/foia-contact.html>.

SEC FOIA Public Liaisons are supervisory staff within the Office of FOIA Services. They can assist FOIA requesters with general questions or concerns about the SEC's FOIA process or about the processing of their specific request.

In addition, you may also contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. OGIS can be reached at 1-877-684-6448 or via e-mail at [ogis@nara.gov](mailto:ogis@nara.gov). Information concerning services offered by OGIS can be found at their website at [Archives.gov](https://www.archives.gov). Note that contacting the FOIA Public Liaison or OGIS does not stop the 90-day appeal clock and is not a substitute for filing an administrative appeal.